



Engagement Specialist

Reports To:

Director of Engagement

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Job Description:

The Department of Education is seeking an Engagement Specialist to assist with all external and internal engagement activities including planning community events and meetings, newsletters, social media, publications, online content, and providing grant support.

The ideal candidate has a strong foundation in stakeholder engagement and has demonstrated best practices in this area. The ideal candidate will be able to develop strong systems to support operational excellence in this area, including ability to work in diverse areas of the state and with diverse stakeholder groups.

The Engagement Specialist will help lead new workstreams in the department, focused on effective engagement in the field and soliciting authentic and meaningful feedback and ideas from state stakeholders. The Engagement Specialist will help manage teams in each of the regional areas towards a vision of effective engagement of various stakeholder demographics.

The Engagement Specialist will help guide and implement efforts to engage community stakeholders, teachers, principals, Districts, and families.

Your enthusiasm and positive attitude will help you gain the trust of colleagues and external parties alike.

Specific Position Responsibilities:

- Assist the Director of Engagement in all work streams
- Manages the work of Public Engagement Ambassadors across the state
- Assists in managing the award process of grants and providing awardees with technical assistance
- Maintains online presence through Facebook and Twitter
- Assists in managing teacher and principal engagement activities, both online and through public recognition opportunities
- Develop effective engagement strategies for a wide variety of stakeholder groups utilizing key metrics
- Ensure stakeholders are well-informed in a timely manner regarding objectives, events, and decisions
- Assist with planning both internal and external engagement activities

- Foster relationships with key persons in various departments
- Excellent time and project management skills with the ability to manage detail work and communicate project status effectively to all levels
- Demonstrated ability and desire to lead projects start to finish
- Some travel is required

Qualifications

- Bachelor's degree in public administration, public relations or related field
- Minimum of five (5) years of successful experience in public relations, communications, education, large private sector, non-profit, or in a governmental agency
- Must have excellent written English.
- Proven experience in writing/copy editing
- Professional experience in dealing with the public
- Experience in graphic design is a plus
- Proficient using technology and software applications appropriate to the position's job responsibilities, e.g. Developing webinars, PowerPoint presentations, etc.
- The ability to maintain high-quality work while meeting tight deadlines
- Outstanding organizational and time-management skills

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a comprehensive benefits package is included.

Application Process:

Interested candidates should submit a resume, cover letter, and references to Education.Jobs@tn.gov. Applications will be reviewed on an ongoing basis.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.